Faculty Director

First Year Experience

As part of the university’s ongoing commitment to the experience of our first year students and as we complete the initial implementation of UMW’s Quality Enhancement Plan (QEP), we now seek a faculty Director of the First Year Experience.

Duties:

1. Oversee and direct all aspects of the First Year Seminar Program (FSEMs), including:
* faculty development programming for new and experienced FSEM instructors;
* recruitment of faculty to propose new courses;
* coordination with deans and associate deans to staff according to enrollment needs;
* supporting the First-Year Seminar committee in the evaluation of proposals, and;
* working with Admissions and University Relations on all associated marketing of the FSEM.
1. Coordinate with the Director of Academic Services on the placement of students in the FSEM.
2. Work with the Office of Admissions in support of recruiting and admissions events; participating in on campus recruitment days such as Open Houses and Destination Days.
3. Coordinate and collaborate with the Division of Student Affairs on the planning, development and implementation of first-year orientation programming.
4. Lead and coordinate with the Director of Academic Services a quality first-year advising program as well as tracking, monitoring, and reporting on the first-year cohort.
5. Manage the Common Read/Experience to include the selection process, curricular materials, planning for associated events, recruitment of facilitators and implementation of the event during new student arrival.
6. Collaborate with the Director of Residence Life on placements of the Living and Learning Communities.
7. Oversee relevant assessment activities related to the first year experience, including coordinating with the Office of Institutional Analysis and Effectiveness in support of the biannual administration of the NSSE, conducting end-of-semester and end-of-year student surveys, as well as managing the assessment of the first-year seminars.
8. Lead and coordinate content development and increased student and faculty utilization of EAB’s Navigate.

Qualifications:

* Full-time tenured or tenure track faculty member.
* Prior experience teaching and advising first-year students generally and the First-Year Seminar specifically.
* Knowledgeable about best practices for first-year students.
* Knowledgeable about and experience with conducting assessment, analyzing data, and communicating about results.
* Excellent organizational, teamwork, and communication skills.
* Experience or demonstrated potential in designing, implementing and evaluating programs and/or curriculum.

Compensation: expected teaching load is half-time per academic year; annual stipend of $8500; position will involve some summer responsibilities, including participation in Orientation, to ensure successful implementation and oversight of the First-Year Experience program.

Term is for three-years, renewable.

The Director of the First Year Experience reports to the Associate Provost for Academic Engagement and Student Success.

This position will officially start in August 2019, but the expectation is that the selected individual will participate in some recruitment and orientation activities from the time of the appointment in spring 2019, including summer Orientation 2019.

**Application Process:**

Submit: (1) a brief statement of interest and qualifications including what you see as the future of the first year experience and FSEMs at UMW; (2) current CV. Submit your application by email to: Tim O’Donnell, Associate Provost for Academic Engagement and Student Success (todonnel@umw.edu).

The Provost will convene a search committee consisting of faculty and staff from both Academic Affairs and Student Affairs. The committee will review applications and make its recommendations to the Associate Provost and the Provost.

**Applications are due: Monday, February 18th.**

If you have any questions about this position or need further information, please contact the Associate Provost for Academic Engagement and Student Success or the Office of the Provost.